

**CITY OF SAN ANTONIO  
INTERDEPARTMENTAL MEMORANDUM  
DEPARTMENT OF COMMUNITY INITIATIVES**

**TO:** Mayor and City Council

**FROM:** Dennis J. Campa, Director, Department of Community Initiatives

**THROUGH:** Terry M. Brechtel, City Manager

**COPIES:** Frances A. Gonzalez, Assistant City Manager; City Attorney's Office;  
Finance Department; File

**SUBJECT:** Acknowledging a CCDS Contract Modification, Accepting FY 2004 CCDS WIA  
Funds and Adopting a Budget

**DATE:** January 29, 2004

**SUMMARY AND RECOMMENDATIONS**

This ordinance acknowledges a contract modification by Alamo Workforce Development Inc. (AWD) awarding Workforce Investment Act (WIA) funds in the amount of \$200,000 for the provision of child care services and operations in connection with the Alamo Child Care Delivery System (CCDS) program during the period of September 1, 2003 through August 31, 2004. This ordinance also adopts a revised CCDS program budget.

Staff recommends approval of this ordinance.

**BACKGROUND INFORMATION**

The Texas Workforce Commission (TWC) is responsible for administering the State's childcare program. TWC contracts the responsibility for the integrated delivery of TWC programs, which include child care and WIA programs, to local workforce development boards throughout the state. AWD is the local workforce board that serves Bexar and the 11 surrounding counties. The City of San Antonio, Department of Community Initiatives' (DCI) Children's Resources Division (CRD) is contracted by AWD to operate the Alamo CCDS program.

CRD provides overall CCDS coordination, client services, fiscal management, and vendor management. CRD also provides qualified participants with eligibility and certification services, counseling on the selection of quality childcare and referrals to all participating childcare facilities from which parents may select to meet their individual child care needs.

AWD has made additional WIA funds available for the provision of child care services, which will serve approximately 59 additional children whose parents are participating in Workforce Investment Act activities. Specifically, WIA programs serve as a resource to dislocated workers and other individuals in support of workforce preparation and other employment readiness services. AWD contracts with SER Jobs for Progress to operate the Bexar County workforce centers, and the Alamo Area Development Corporation to operate the rural area centers, which includes the provision of

WIA program services. Upon determining WIA eligibility, workforce centers refer clients to CCDS for childcare services while enrolled and participating in a WIA program.

The Alamo CCDS program represents multiple level partnerships and maximizes the program's capacity through the expertise of its partners. Family Service Association and the City of San Antonio coordinate the Quality Improvement Activities (QIA) component that includes training and enhancements as well as the provision of equipment and materials to service providers. The City and the Alamo Area Development Corporation provide child care and vendor management services to facilitate the service delivery system between urban and rural areas. The Texas Legislative Budget Board (LBB) sets accountability measures for programs administered through the Texas Workforce Commission and the Local Workforce Development Boards (LWDBs). For the Alamo CCDS program, the following accountability measures and standards for fiscal year 2003– 2004 were assigned:

#### **Alamo CCDS Accountability Measures**

<b>Accountability Measures</b>	<b>FY 2003- 2004 Target</b>	<b>November 2003</b>	<b>Year-to-Date 2003- 2004*</b>
No. of Child Care Providers Trained	873	969	1,875
Ratio of Texas Rising Star Vendors To Non-Texas Rising Star Vendors (Texas Rising Star Providers /Non-Texas Rising Star Providers)	17%	45.86%	46.58%
Avg. No. Children Served Daily	9,133	9,236	8,448

**\*As of November 2003.**

#### **POLICY ANALYSIS**

Pursuant to Ordinance No. 98090, passed and approved on August 28, 2003, City Council authorized the operation of the Alamo CCDS program from September 1, 2003 to August 31, 2005. This ordinance is a continuation of existing City policies to administer the CCDS program through funding from AWD and TWC, and to coordinate with the LWDB to identify and offer local services and funding in support of human development initiatives. This ordinance also reflects a continuation of existing policy supporting the City's Human Development core issue of Early Childhood Education and Family Strengthening.

#### **FISCAL IMPACT**

This ordinance acknowledges a unilateral contract modification by AWD and authorizes the acceptance of WIA funds in the amount of \$200,000 for the provision of childcare services for WIA participants in connection with the CCDS program. This ordinance also adopts a revised CCDS program budget.

A summary of budget revisions to the CCDS program is as follows:

Budget Revision No.	Description	Budget Revision Amount	Revised Total Budget
-	Initial Award		\$32,760,235
1	G.F. Grant Transfer	\$1,200,000	
	Grant Carry Forward	\$3,310,463	\$37,270,698
2	WIA Allocation	\$200,000	\$37,470,698


This action requires no additional General Fund commitment.

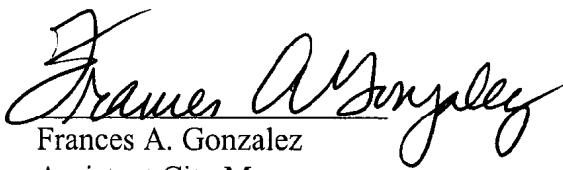
### **COORDINATION**

DCI has coordinated activities with the Alamo Workforce Development, Inc., the City Attorney's Office, and the Finance Department.

### **SUPPLEMENTARY COMMENTS**

Provisions of the Ethics Ordinance do not apply.

  
Dennis J. Campa, Director  
Department of Community Initiatives

  
Frances A. Gonzalez  
Assistant City Manager

Approved:

  
Terry M. Brechtel  
City Manager

## Unilateral Modification to CCDS Contract

**CHILD CARE DELIVERY SYSTEM PROGRAM - 2004 CCDS / QIA**

September 1, 2003 - August 31, 2004

26-039016

	<b>BUDGET</b>	<b>Revision #2 +/-</b>	<b>Revised Budget</b>
<b>REVENUES:</b>			
00-004 041434 PRS - Foster Care	0	0	0
00-004 044586 PRS - Other Foster Care	0	0	0
00-004 044792 PRS - In Home	0	0	0
00-004 025502 CCDF Choices	0	0	0
00-004 025536 CCDF Transitional	0	0	0
00-004 025544 Title XX - At Risk	169,578	0	169,578
00-004 025619 CCDF Workforce Applicant	0	0	0
00-004 025718 CCDF Early Childcare	24,851,021	0	24,851,021
00-004 025759 CCDF Quality Expansion	1,539,139	0	1,539,139
00-004 026864 CCDF Infant & Toddler	1,025,070	0	1,025,070
00-004 026872 CCDF School Age R & R	173,849	0	173,849
00-004 xxxxxx 2004 WIA - Dislocated Worker	0	90,000	90,000
00-004 xxxxxx 2004 WIA - Adult	0	90,000	90,000
00-004 027045 2004 Federal Match	2,285,789	0	2,285,789
00-004 027326 Carryforward 2003 Federal Match	545,000	0	545,000
00-004 027367 PRS Program Admin - Foster Care	0	0	0
00-004 027425 PRS Program Admin - Other Foster Care	0	0	0
00-004 027789 PRS Program Admin - In Home	0	0	0
00-004 028001 CCDF Program Operations	4,337,352	0	4,337,352
00-004 028274 CCDF QIA	664,226	0	664,226
00-004 029157 2004 Federal Match Operations	253,977	0	253,977
00-004 xxxxxx 2004 WIA Operations - Dislocated Worker	0	10,000	10,000
00-004 xxxxxx 2004 WIA Operations - Adult	0	10,000	10,000
00-004 029207 Carryforward 2003 Federal Match Operations	125,697	0	125,697
00-004 029298 TWC Revenue Clearing Account	0	0	0
00-009 101428 Transfer from 29-024 Human Development Fund	1,200,000	0	1,200,000
00-009 101444 General Fund Carryforward	100,000	0	100,000
<b>TOTAL REVENUES</b>	<b>37,270,698</b>	<b>200,000</b>	<b>37,470,698</b>

**EXPENDITURES:****38-15-06 Child Care Delivery System - Operations**

01-010 200022 Reg Salaries & Wages	2,214,728	11,045	2,225,773
01-011 200048 Overtime Salaries & Wages	0	0	0
01-012 200055 Higher Class. Salary	0	0	0
01-019 200063 Language Skill Pay	9,812	566	10,378
01-030 200071 FICA	171,899	1,110	173,009
01-040 200089 TMRS	259,508	1,780	261,288
01-050 200345 Flex Benefits	408,680	2,224	410,904
01-051 200352 Life Insurance	3,370	336	3,706
01-060 200360 Worker's Disability Comp.	19,666	529	20,195
01-072 200378 Personal Leave Buy Back Pay	1,924	3,375	5,299
02-110 200386 Communications : Telephones	92,351	503	92,854
02-112 200394 Rental of Pagers	962	401	1,363
02-113 200519 Mail & Parcel Post	30,784	(1,411)	29,373
02-116 200527 Rental of Facilities	322,651	(40,508)	282,143
02-119 200626 Rental of Equipment	17,316	94	17,410
02-120 200634 Inter-Fund Rent of City Motor Pool	7,696	2,506	10,202
02-124 200667 Travel - Official	3,847	21	3,868
02-128 203018 Education	2,886	16	2,902
02-130 203026 Car Expense Allowance	11,543	(1,382)	10,161

**CHILD CARE DELIVERY SYSTEM PROGRAM - 2004 CCDS / QIA**

September 1, 2003 - August 31, 2004

26-039016

	BUDGET	Revision #2 +/-	Revised Budget
02-142 203034 Maint & Rep. Mach & Equip	1,924	(456)	1,469
02-160 203042 Fees to Prof. Contractors	39,635	216	39,850
02-161 203059 Temporary Services	4,329	10,358	14,687
02-163 203067 AADC - CCDF Program Operations	701,955	0	701,955
02-175 203166 Advertising & Publications	1,924	1,033	2,957
02-178 203174 Membership Dues & Lic.	962	(473)	490
02-181 203182 Binding Printing & Repro.	4,810	(404)	4,406
02-187 203190 Subscriptions to Publications	722	(232)	490
02-193 203208 Other Contractual Services	144	1	145
03-210 203216 Office Supplies	4,810	(404)	4,406
03-216 203232 Food	288	(43)	245
03-230 203240 Photographic Supplies	48	(23)	24
03-232 203257 Tools, Apparatus & Accessories	48	1	49
03-242 203273 Maint & Rep. Material - Mach & Equip	398	(56)	343
03-243 xxxxxx Computer Software	0	28,499	28,499
03-244 203281 Other Commodities	96	2	98
04-260 203307 Liab. , Hazard & Fidelity	28,881	777	29,658
<b>Total 38-15-06</b>	<b>4,370,598</b>	<b>20,000</b>	<b>4,390,598</b>
<b>38-15-08 QUALITY IMPROVEMENT - GENERAL</b>			
01-010 203315 Reg Salaries & Wages	111,296	0	111,296
01-019 203323 Language Skill Pay	600	0	600
01-030 203331 FICA	8,514	0	8,514
01-040 203349 TMRS	12,944	0	12,944
01-050 203356 Flex Benefits	19,141	0	19,141
01-051 203406 Life Insurance	167	0	167
01-060 204156 Worker's Disability Comp.	975	0	975
01-072 204164 Personal Leave Buy Back Pay	0	0	0
02-110 204172 Communications : Telephones	1,750	0	1,750
02-112 204248 Rental of Pagers	70	0	70
02-113 204255 Mail & Parcel Post	850	0	850
02-116 204685 Rental of Facilities	51,019	0	51,019
02-119 204693 Rental of Equipment	250	0	250
02-120 204701 Inter-Fund Rent of City Motor Pool	231	0	231
02-124 204719 Travel - Official	2,000	0	2,000
02-128 205096 Education	750	0	750
02-130 205146 Car Expense Allowance	3,193	0	3,193
02-160 205153 Fees to Prof. Contractors	750	0	750
02-160 205161 QI - ADAPTIVE EQUIPMENT	0	0	0
02-160 205179 QI - RESOURCE ROOM	0	0	0
02-160 205187 QI - DIRECT ASSISTANCE	0	0	0
02-160 205195 QI - TECHNICAL ASSISTANCE	0	0	0
02-160 205229 QI - RECOGNITION AWARDS	0	0	0
02-160 205252 QI - OTHER ACTIVITIES	0	0	0
02-161 205310 Temporary Services	1,000	0	1,000
02-163 205328 AADC - QIA	30,000	0	30,000
02-163 205393 Family Service - QIA	409,951	0	409,951
02-178 205401 Membership Dues & Lic.	1,100	0	1,100
02-181 205419 Binding Printing & Repro.	2,500	0	2,500
02-187 205427 Subscriptions to Publications	250	0	250
03-210 205435 Office Supplies	3,000	0	3,000
03-230 205443 Photographic Supplies	25	0	25
03-232 205450 Tools, Apparatus & Accessories	100	0	100
03-242 205468 Maint & Rep. Material - Mach & Equip	50	0	50
03-244 205476 Other Commodities	250	0	250
04-260 205484 Liab. , Hazard & Fidelity	1,500	0	1,500
<b>Total 38-15-08</b>	<b>664,226</b>	<b>0</b>	<b>664,226</b>

**CHILD CARE DELIVERY SYSTEM PROGRAM - 2004 CCDS / QIA**

September 1, 2003 - August 31, 2004

26-039016

		BUDGET	Revision #2 +/-	Revised Budget
<b>38-15-16 Child Care Delivery System - Indirect</b>				
01-010	205492 Reg Salaries & Wages	236,947	0	236,947
01-019	205500 Language Skill Pay	0	0	0
01-030	205518 FICA	19,975	0	19,975
01-040	205559 TMRS	28,053	0	28,053
01-050	205583 Flex Benefits	24,417	0	24,417
01-051	205591 Life Insurance	1,000	0	1,000
01-060	205633 Workers Comp	1,850	0	1,850
01-072	205682 Personal Leave Buy Back Pay	5,000	0	5,000
02-116	205690 Rental of Facilities	5,000	0	5,000
02-120	205849 Rent of City Motor Pool	300	0	300
02-124	365908 Travel - Official	6,000	0	6,000
02-128	365916 Education	1,500	0	1,500
02-130	365924 Car Expense Allowance	3,500	0	3,500
02-160	365932 Fees to Professional Contractors	2,700	0	2,700
02-161	365957 Temporary Services	3,500	0	3,500
02-178	366013 Membership Dues & Lic.	0	0	0
02-187	366344 Subscriptions to Publications	300	0	300
02-193	366385 Other Contractual Services	386	0	386
03-243	366393 Computer Software	1,400	0	1,400
03-244	366401 Other Commodities	850	0	850
05-360	366427 Computer Equipment	3,750	0	3,750
05-375	366484 Furniture & Fixtures	0	0	0
	<b>Total 38-15-16</b>	<b>346,428</b>	<b>0</b>	<b>346,428</b>
<b>38-15-17 CCDS - Program Service Providers</b>				
02-160	366500 PRS - Foster Care	0	0	0
02-160	366518 PRS - Other Foster Care	0	0	0
02-160	367151 PRS - In Home	0	0	0
02-160	367227 CCDF Choices	0	0	0
02-160	367243 CCDF Transitional	0	0	0
02-160	367250 Title XX - At Risk	169,578	0	169,578
02-160	367276 CCDF Workforce Applicant	0	0	0
02-160	367284 CCDF Early Childcare	24,851,021	0	24,851,021
02-160	367292 CCDF Quality Expansion	1,539,139	0	1,539,139
02-160	367359 CCDF Infant & Toddler	1,025,070	0	1,025,070
02-160	367367 CCDF School Age R & R	173,849	0	173,849
02-160	xxxxxx 2004 WIA - Dislocated Worker	0	90,000	90,000
02-160	xxxxxx 2004 WIA - Adult	0	90,000	90,000
02-160	369413 2004 Federal Match	2,285,789	0	2,285,789
02-160	369421 Carryforward 2003 Federal Match	0	0	0
02-160	369447 TWC Expense Clearing Account	0	0	0
	<b>Total 38-15-17</b>	<b>30,044,446</b>	<b>180,000</b>	<b>30,224,446</b>
<b>38-15-18 CCDS - Federal Match: Quality Initiatives</b>				
02-160	471854 Carryforward 26-039013 - Federal Match - Quality Initiatives	99,046	0	99,046
02-160	472498 Fees to Professional Contractors	0	0	0
02-163	473330 Avance - Kinder Readiness	11,168	0	11,168
02-163	474007 Avance - Career Readiness	25,479	0	25,479
02-163	474676 Blessed Sacrament Academy - CDC Professional Accreditation	4,178	0	4,178
02-163	476002 KLRN - Kinder Readiness	74,773	0	74,773
02-163	477299 Family Service Association - Kinder Readiness	19,522	0	19,522
02-163	477554 Northside ISD - Kinder Readiness	20,249	0	20,249

**CHILD CARE DELIVERY SYSTEM PROGRAM - 2004 CCDS / QIA**

September 1, 2003 - August 31, 2004

26-039016

	<b>BUDGET</b>	<b>Revision #2 +/-</b>	<b>Revised Budget</b>
02-164 477836 Positive Beginnings - Kinder Readiness	1,469	0	1,469
02-163 477976 YWCA - Kinder Readiness	16,577	0	16,577
02-163 478503 UTSA - Kinder Readiness Evaluation	46,039	0	46,039
02-163 478719 Computer Solutions - SPE	187,000	0	187,000
02-163 481861 Avance - School Based Program	24,500	0	24,500
02-163 482729 Blessed Sacrament Academy - CDC Professional Accreditation	15,000	0	15,000
<b>Total 38-15-18</b>	<b>545,000</b>	<b>0</b>	<b>545,000</b>
 <b>38-15-19 Child Care Services - Local Funded</b>			
01-010 484303 Reg Salaries & Wages	100,221	0	100,221
01-011 484774 Overtime Salaries & Wages	0	0	0
01-012 485292 Higher Class. Salary	0	0	0
01-019 485516 Language Skill Pay	0	0	0
01-030 485839 FICA	7,667	0	7,667
01-040 486787 TMRS	11,579	0	11,579
01-050 487124 Flex Benefits	18,681	0	18,681
01-051 487991 Life Insurance	150	0	150
01-060 489443 Worker's Disability Comp.	952	0	952
02-160 489781 Carryforward 26-039013 - G.F. Grant Transfer	0	0	0
02-160 490482 G.F. Match - Local Initiatives	65,129	0	65,129
02-160 491209 G.F. Match - Our City Cares	50,000	0	50,000
02-160 491811 G.F. Match - SMART START	100,000	0	100,000
02-163 493965 Avance - Kinder Readiness	114,600	0	114,600
02-163 494492 Family Service Association - Kinder Readiness	141,328	0	141,328
02-163 494856 KLRN - Kinder Readiness	286,108	0	286,108
02-163 495143 Northside ISD - Kinder Readiness	116,400	0	116,400
02-164 495457 Positive Beginnings - Kinder Readiness	56,400	0	56,400
02-163 495978 YWCA - Kinder Readiness	80,785	0	80,785
02-163 496406 UTSA - Kinder Readiness Evaluation	150,000	0	150,000
<b>Total 38-15-19</b>	<b>1,300,000</b>	<b>0</b>	<b>1,300,000</b>
 <b>TOTAL EXPENSES</b>	 <b>37,270,698</b>	 <b>200,000</b>	 <b>37,470,698</b>

Fund Only Index Code: 000514



**CHILD CARE DELIVERY SYSTEM PROGRAM - CCDS/QIA**

September 1, 2003 - August 31, 2004

26-039016

**PERSONNEL COMPLEMENT**

<b>POSITIONS</b>	<b>JOB CLASS NO.</b>	<b>CURRENT No. OF POSITIONS</b>	<b>ADDED/DELETED POSITIONS</b>	<b>REVISED No. OF POSITIONS</b>
<b>38-15-06 CERTIFICATE/OPERATIONS</b>				
FISCAL OPERATIONS MANAGER	0850	1	0	1
CONTRACT SERVICES MANAGER	0156	2	0	2
GRANTS MANAGEMENT OFFICER	0844	1	0	1
SPECIAL PROJECTS OFFICER	0865	1	0	1
CHILD CARE SERVICES COORDINATOR	0928	2	0	2
CHILD CARE SERVICES SUPERVISOR	0991	6	0	6
CONTRACT SPECIALIST	0929	4	0	4
CHILD CARE RESOURCES SPECIALIST	0990	53	0	53
DATA CLERK SUPERVISOR	0825	1	0	1
RECORDS SUPERVISOR	0007	1	0	1
SENIOR RECORDS TECHNICIAN	0849	4	0	4
RECORDS TECHNICIAN	0848	8	0	8
TRAINING OFFICER	0092	1	0	1
STOCK CLERK	0021	2	0	2
OFFICE ASSISTANT	0010	13	0	13
CUSTOMER SERVICE REPRESENTATIVE	0909	3	0	3
SENIOR CHILD CARE PROVIDER SPECIALIST	0969	3	0	3
CHILD CARE PROVIDER SPECIALIST	0986	19	0	19
SENIOR OFFICE ASSISTANT	0009	7	0	7
CASE AIDE	0985	6	0	6
SENIOR ACCOUNTING CLERK	0868	1	0	1
FISCAL OFFICER	0892	1	0	1
MANAGEMENT ANALYST	0046	3	0	3
ACCOUNTANT II	0874	5	0	5
ADMINISTRATIVE ASSISTANT I	0040	1	0	1
SECRETARY I	0017	5	0	5
ADMINISTRATIVE SECRETARY	0038	2	0	2
ADMINISTRATIVE AIDE	0067	1	0	1
PROGRAM COORDINATOR - PART TIME	0915	2	0	2
SENIOR MANAGEMENT ANALYST	0999	2	0	2
TRAINING OFFICER	0092	3	0	3
SOFTWARE SPECIALIST	0832	1	0	1
DEPARTMENT SYSTEMS SPECIALIST	0896	1	0	1
<b>TOTALS - 38-15-06 CERTIFICATE/OPERATIONS</b>		<b>166</b>	<b>0</b>	<b>166</b>
<b>38-15-08 QUALITY IMPROVEMENT - GENERAL</b>				
ADMINISTRATIVE AIDE	0067	1	0	1
CHILD DEVELOPMENT SPECIALIST	0993	2	0	2
CHILD CARE PROVIDER SPECIALIST	0986	2	0	2
SENIOR CHILD CARE PROVIDER SPECIALIST	0969	1	0	1
CHILD CARE SERVICES SUPERVISOR	0991	1	0	1
SPECIAL PROJECTS OFFICER	0865	1	0	1
<b>TOTALS - 38-15-08 QUALITY IMPROVEMENT - GENERAL</b>		<b>8</b>	<b>0</b>	<b>8</b>

**CHILD CARE DELIVERY SYSTEM PROGRAM - CCDS/QIA**

September 1, 2003 - August 31, 2004

26-039016

**PERSONNEL COMPLEMENT**

<b>POSITIONS</b>	<b>JOB CLASS NO.</b>	<b>CURRENT No. OF POSITIONS</b>	<b>ADDED/DELETED POSITIONS</b>	<b>REVISED No. OF POSITIONS</b>
<b>38-15-16 INDIRECT</b>				
FISCAL PLANNING MANAGER	0826	1	0	1
FISCAL OPERATIONS MANAGER	0850	1	0	1
GRANTS MANAGEMENT OFFICER	0844	1	0	1
SENIOR MANAGEMENT ANALYST	0999	2	0	2
SPECIAL PROJECTS COORDINATOR	0870	1	0	1
MANAGEMENT ANALYST	0046	2	0	2
SPECIAL PROJECTS OFFICER	0865	4	0	4
FINANCIAL ACCOUNTANT	0927	1	0	1
DEPARTMENT SYSTEMS SPECIALIST	0896	1	0	1
ADMINISTRATIVE SECRETARY	0038	1	0	1
ADMINISTRATIVE ASSISTANT I	0040	5	0	5
SECRETARY II	0014	1	0	1
SENIOR ADMINISTRATIVE ASSISTANT	0042	2	0	2
SOFTWARE SPECIALIST	0832	1	0	1
BUILDING CUSTODIAN	7560	1	0	1
TELECOMMUNICATIONS TECH	0695	1	0	1
SPECIAL PROJECTS COORDINATOR - PART TIME	0870	2	0	2
SPECIAL PROJECTS OFFICER - PART TIME	0865	2	0	2
PROGRAM COORDINATOR - PART TIME	0915	2	0	2
SENIOR ACCOUNTING CLERK	0868	1	0	1
DEPARTMENT SYSTEMS SUPERVISOR	0889	1	0	1
<b>38-15-16 INDIRECT</b>		<b>34</b>	<b>0</b>	<b>34</b>
<b>TOTAL POSITIONS FOR 26-039016</b>		<b>210</b>	<b>0</b>	<b>210</b>